

# Berks & Bucks FA County Cup Committee

## Role Profile – initial 3-year term



Role Title	County Cup Committee Member
Reports to	Board of Directors

Role Purpose	
<ul style="list-style-type: none"> <li>• Support the delivery of the Berks &amp; Bucks FA County Cups</li> <li>• Advise and support the Berks &amp; Bucks FA Executive Office with the interpretation and application of County Cup Rules</li> <li>• Represent the Berks &amp; Bucks FA at County Cup Finals, fulfilling ceremonial duties as required</li> <li>• Positively promote County Cup competitions and influence Club and League representatives to improve participation and support for County Cups</li> </ul>	
Direct Reports	N/A

Location	The role is remote based, and meetings may be held online or in person. The role holder will also be expected to attend Cup Finals as necessary
Estimated time commitment to fulfil the role	<p>The role requires a commitment to a minimum of three Management Committee Meetings per season in addition to Sub Committee Meetings as needed throughout the season.</p> <p>Committee Members may be asked to provide remote support and guidance to the Competitions Coordinator as needed on interpretation of rules or policy, sometimes at short notice or unsociable hours.</p> <p>It is anticipated that the role will equate to approximately two hours per month either through meetings or telephone/email support, however this may increase at busy periods (such as Cup Final season).</p>
Remuneration or Expenses	<p>Reasonable Expenses will be paid for County FA related business, in line with the current Expenses Policy of Berks &amp; Bucks FA</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

Person Specification	
Skills, Knowledge & Qualifications	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of Competition or event management and leadership</li> <li>• Demonstrable understanding of FA or County FA Regulations</li> <li>• Awareness of FA programmes and campaigns (e.g. Respect, Charter Standard etc)</li> <li>• Experience and empathy with working with volunteers;</li> <li>• Ability to deal with clubs' often conflicting requests and expectations;</li> <li>• The ability to debate, discuss and challenge in a constructive manner;</li> <li>• Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation;</li> <li>• Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the County.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of FA Technology systems and landscape</li> <li>• Experience sitting on County FA or FA Committees and/or Disciplinary Panels</li> <li>• Strategic leadership and management skills. The ability to develop and monitor organisational strategy;</li> <li>• The ability to act and speak tactfully and diplomatically;</li> <li>• An ability to understand financial accounts, management accounts and budgeting;</li> <li>• The ability to chair meetings effectively and efficiently.</li> </ul>

Enhanced DBS Check required?	NO
Clean full driving licence?	NO

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
PROACTIVE	<ul style="list-style-type: none"> <li>• Embraces new thinking in pursuit of continuous improvement</li> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure</li> <li>• Questions the way things are done and takes informed risks</li> <li>• Continuously seeks to improve efficiency and performance</li> </ul>
RESPECTFUL	<ul style="list-style-type: none"> <li>• Sets the standards for respectful behaviour across the game</li> <li>• Maintains people's self-esteem when interacting with them</li> </ul>

	<ul style="list-style-type: none"> <li>• Avoids pre-judgement when listening to suggestions from others</li> <li>• Seizes the opportunity to apply FA standards at all times</li> </ul>
INCLUSIVE	<ul style="list-style-type: none"> <li>• Champions and ensures that football is, and will remain, a game for everyone</li> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working</li> </ul>
TRUSTED	<ul style="list-style-type: none"> <li>• Tenacious and accountable. Serving the whole game and doing the right thing</li> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>• Maintains motivation for their team and themselves</li> </ul>
INSPIRED	<ul style="list-style-type: none"> <li>• The very best outcome achieved by sustained excellence in performance</li> <li>• Seeks to achieve the highest levels of performance at all times</li> <li>• Can be persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>

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Role Profile agreed by the Board of Berks & Bucks FA and signed on behalf of the Board by the CEO:	Name	Signature
	Liz Verrall	

Date Role Profile agreed by the Board:	
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Role Profile signed by role holder:	Name	Signature

Date Role Profile signed by role holder:	
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